

Undergraduate Admissions

Instructions for Submitting Documents through the Student Portal

Note: Personal statement, unofficial transcript(s) from each institution you've attended, and any additional supporting documentation must be submitted for your appeal to be considered complete.

1. Login to my.fresnostate.edu.
2. Enter your username and password if you have already created an account.
3. If you have not created an account, click on "Create your Fresno State student account now".

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Campus Login Services

Username

Password

Login

[Forgot password?](#)

If you already have an account, enter your username and password here.

Select here if you need to create your student account.

Need an Account?

Faculty and Staff: [Request your Fresno State email account now](#) to gain access to email, calendaring, Canvas, My Fresno State, free campus Wi-Fi access, and services only available to employees.

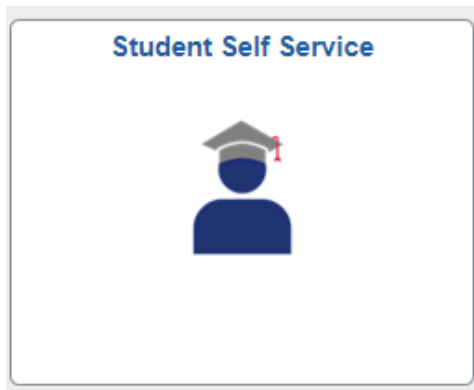
Students: [Create your Fresno State student account now](#) to gain access to Google Apps, email, your My Fresno State class schedule and registration site, Canvas online classes, free campus Wi-Fi access, and other services available to Fresno State students. Once you create your account, you'll login to your email at <http://googleapps.fresnostate.edu>.

You can also [set up mobile access](#) to your Google Apps at Fresno State account.

[Image: A screenshot of the Fresno State login portal with username and password fields]

4. Select the tile Student Self Service

Undergraduate Admissions

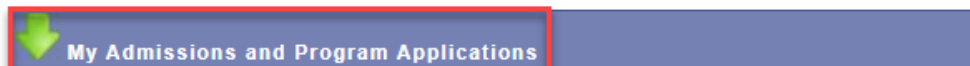
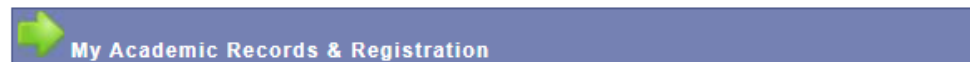


[Image: The Student Self Service tile within the portal]

5. Select the second green arrow, "My Admissions and Program Applications" then select "Applicant Attachments".

Ellen's Student Center

Click on each green arrow to expand the desired information.



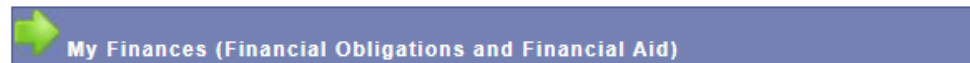
[Univ Application Status](#)

[Transitory Application](#)

[Applicant Attachments](#)

My Applications

California State Univ Fresno	Undergraduate Degree Seeking	Fall 2024*
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[Image: Screenshot showing the My Admissions and Program Applications section and the Applicant Attachments link]

Undergraduate Admissions

6. Select a magnifying glass.

For Undergrad applicants who need to send documents

This page is used for our undergraduate applicants to upload requested documents. Select your application number to see if you have any requested documents to upload.

Select a current Application to Attach Documents

Select magnifying glass

Student ID Admit Term
 Program Action Admit Type
 Academic Plan Action Date Adm Status

Freshmen and Lower Division Transfers

Select your application number to see if you have any requested documents to upload.

Attach / View Freshmen Documents

Returning and Transfers

Select your application number to see if you have any requested documents to upload.

Attach / View Transfer Documents

Residency Attachments

Select your application number to see if you have any requested documents to upload.

Attach / View Residency Documents

[Image: A view of the magnifying glass icon used for selection]

7. Select application number. **Note:** If there are multiple application numbers, please check the "Action Date" for the most recent one and select that one.

Look Up

Empl ID

Application Nbr begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Application Nbr	Admit Term	Program Action	Admit Type	Academic Plan	Action Date
00	2243	DENY	4	403000BS	10/06/2023

Select

[Image: Screenshot of the application number selection screen showing the Action Date]

8. Depending on your student type, the following will appear below to allow you to upload your documents.

Undergraduate Admissions

For Undergrad applicants who need to send documents

This page is used for our undergraduate applicants to upload requested documents. Select your application number to see if you have any requested documents to upload.

Select a current Application to Attach Documents

Student ID		Admit Term	2243	Spring 2024
Program Action	Deny	Admit Type	4	Transfer
Academic Plan	Pre-Business	Action Date	10/06/2023	Adm Status D

▼ Freshmen and Lower Division Transfers

As an Freshman applicant you are not required to attach documents at this time.

[Attach / View Freshmen Documents](#)

▼ Returning and Transfers

As an Transfer applicant you are allowed to attach documents . Click the button to attach or view your uploaded documents.

[Attach / View Transfer Documents](#)

▼ Residency Attachments

For Residency details you are not required to attach documents at this time.

[Attach / View Residency Documents](#)

Select
"Attach/View
Documents"
button

[Image: The upload section appearing below the student type selection]

- To upload a file, select the magnifying glass to pick the file type.

Student Self Service

Student ID		Admit Term	2247	Fall 2024
Program Action	Applicant Withdrawal	Admit Type	4	Transfer
Academic Plan	Pre-Child and Family Science	Action Date	02/22/2024	Adm Status W

Application Nbr Internal Action

1. Select a File Type

2. Click to Add Attachment

File Attachment Info

Click the File type to see all the available document types you are allowed to upload. Also view all the current documents already uploaded.

File Type	Attached	View	Created By	Created on
		View		

[Expand to View All Attachments](#)

[Cancel](#) [Back](#)

Select the
magnifying
glass.

[Image: Screenshot showing the file type selection using the magnifying glass search]

Undergraduate Admissions

Look Up 1. Select a File Type ×

Sequence Number =

Description begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Description
Unofficial Transcript
Personal Statement

Select file type of the document that was requested by the Admissions and Recruitment office.

[Image: Detailed view of selecting specific file types from the list]

10. Once you have selected a file type, select the “2. Click to Add Attachment” button.

Undergraduate Admissions

The screenshot shows the 'Undergraduate Admissions' portal. At the top, there are fields for Student ID, Program Action (Applicant Withdrawal), Academic Plan (Pre-Child and Family Science), Application Nbr, and Internal Action. To the right, there are fields for Admit Term (2247, Fall 2024), Admit Type (4, Transfer), Action Date (02/22/2024), and Adm Status (W). Below these fields, there is a section titled 'File Attachment Info' with a description: 'Click the File type to see all the available document types you are allowed to upload. Also view all the current documents already uploaded.' Below this, there is a table titled 'Attachments for selected application.' with columns for File Type, Attached File, View, Created By, and Created on. A red box highlights the '2. Click to Add Attachment' button. At the bottom, there are 'Cancel' and 'Back' buttons.

[Image: Screenshot of the Click to Add Attachment button]

The screenshot shows a 'File Attachment' window. It has a title bar with 'File Attachment' and a close button (X). Inside the window, there is a text input field with the placeholder text 'Choose File' and 'No file chosen'. Below the input field, there are two buttons: 'Upload' and 'Cancel'. A red circle with the number '1' is next to the 'Choose File' button, and a red circle with the number '2' is next to the 'Upload' button.

[Image: The final upload confirmation or file attachment window]

11. Once you upload your documents, an email will be sent to Undergraduate Admissions for processing.
12. Please allow up to 4 weeks for your documents to be reviewed. If additional documentation is needed, you will be notified by Undergraduate Admissions.